



## VACANCY ANNOUNCEMENT

### Project Specialist for English Education

**LOCATION:** Based in Chişinău, Moldova  
**CLASSIFICATION:** Full-time, contracted position  
**CLOSING DATE:** Sunday, February 28, 2021  
**ANNUAL SALARY RANGE:** \$17,894 - \$26,826 with additional benefits

The Project Specialist (PS) for English Education (EE) is responsible for assisting the Project Manager (PM) in providing leadership, oversight and management of Peace Corps Moldova's EE Project as well as programmatic support to Trainees and Volunteers.

#### **Project Specialist for English Education main responsibilities:**

##### **Project Support**

Maintains Project files, including but not limited to Project-specific Volunteer information and technical reports. Assists PM with project-related meetings, visitors, visits and other project-related travel, documentation and correspondence. Compiles results of questionnaires, needs assessment. May be responsible for drafting sections of reports.

##### **Site Identification and Development**

Coordinates with current and potential host families or housing providers. Evaluates housing options identified by the potential partners or volunteers, reviews the site history files, and identifies any safety concerns in a region/site. Assists the PM to ensure that designated host country partners have a partners' orientation training and are prepared for the volunteer's arrival; understands the volunteer's role in the community and their role as partners in supporting the volunteer, including their safety.

##### **Volunteer Support and Site Visits**

Plans and conducts volunteer site visits in coordination with the PM. Observes Volunteer classes and/or work and activities, then provides coaching and feedback to improve effectiveness. Supports Volunteers regarding community integration, community development and secondary projects in coordination with the PM. Assists PM to maintain prompt and responsive correspondence and other communications with volunteers.

##### **Administrative Support**

Translates letters, support and agreement documents for Project, and other documents as needed. Makes arrangements for site visits. Works with the Administrative Unit to create realistic budgets for training events and other program related expenses. In coordination with the PM, identifies, purchases and/or orders, materials for volunteer and counterpart use.

##### **Training**

In coordination with the Project Manager, Director of Programing and Training, and Training Manager supports the 27 month technical learning continuum including overall training design, goals, flow of sessions with behavioral objectives and technical competences, sessions design. Supports the maintenance of the technical components of Learning Space. Assists the PM in designing/refining the Pre-Service Training and In-Service Training technical component content/curriculum. Facilitates some of the technical sessions during the technical training component.

**Experience:** Three to five year progressively responsible work related experience. English Foreign Language teaching experience in Moldovan secondary education. Inter-cultural experience supporting or partnering with U.S. citizens is a plus.

**Education:** Bachelor's degree in related field (education).

**Languages:** Level 3 (Good Working Knowledge) in speaking/reading/writing English, Romanian and Russian.

**Skills and Abilities:** Successful applicants will have strong communication and interpersonal skills; computer competency; motivation and commitment to work as part of an inter-cultural team and independently. Must be ready and available to travel extensively within Moldova.

#### ***Interested applicants for this position should submit the following:***

- Cover letter of interest & current resume or curriculum vitae in English

##### ***Mail to:***

PS for EE/Applications

Peace Corps Moldova

Str. Grigore Ureche, 12

Chişinău 2001, Republic of Moldova

***or E-mail:*** [MD-HR@peacecorps.gov](mailto:MD-HR@peacecorps.gov)

Full SOW available by request...

***Hand Delivery:*** Office on Grigore Ureche 12 to front desk Security Guard.

**Only shortlisted candidates will be contacted and advance to the next stage of the selection process.**

*Peace Corps Moldova is an Equal Opportunity Employer*